

Approved For Release 2002/02/11 : CIA-RDP78-03985A000400010021-0

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Office Memorandum • UNITED STATES GOVERNMENT
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TO : Acting Chief of Logistics

DATE: JUN 4 1953

FROM : Chief, Coordination and Requirements Staff, LO

SUBJECT: Staff Study on Draft, Subject: "Logistical and Operational Planning Manual"

1. The attached staff study on the above subject is forwarded for your consideration.
2. A continuing and increasing interest has been shown by the various operating staffs and area divisions during the preparation of the present draft manual. At the present time the initial demand for copies of the draft has far exceeded the available copies. The initial drafts are intended as working copies to assist interested staffs in implementing and amplifying the basic document. Controlled distribution is required until final drafts are prepared and approved for publication.
3. Due to the weight and bulk, difficulty would be experienced using normal channels for distribution of the draft manuals. Physical distribution to various divisions of the Logistics Office will be made by the Coordination and Requirements Staff upon dispatch of letters from the Acting Chief of Logistics. The remaining copies to operating staffs and area divisions will be hand carried when letters are dispatched by the Chief of Administration, DD/P.
4. After comments requested have been received and reviewed by this Office, a final draft will be prepared and submitted for approval through Logistics Office, Deputy Director (Administration) and Deputy Director (Plans), for the signature of the Director of Central Intelligence. The published manual will contain a foreword indicating the official Agency approval. First revision should follow in about six months to reflect changes resulting from the current fluid situation. Additional revisions will be made as required.
5. A target date of 30 July 1953 will allow the cooperating staffs ample time to review, comment and amplify the appropriate sections. Work on the final draft will follow immediately as indicated in paragraph No. 4 above.

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6. It is recommended that the attached staff study and the action outlined therein be approved.



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Attachments:

1 - Staff study on draft, subject: "Logistical and Operational Planning Manual"

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LO/CR/CP/GRA:pw (1 June 1953)

Distribution:

1 - Official File (C&R - Pub.)

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